

Schedule of Important Dates for System Member Librarians

NWKLS Grant	Submission Date	For more Information
Summer Reading Storytelling Grant	End of Summer Reading	http://nwkls.mykansasilibrary.org/?page_id=631
Adult Programming Grant	November 30th	http://nwkls.mykansasilibrary.org/?page_id=631
Children and Young Adult Year Round Grant	November 15th	http://nwkls.mykansasilibrary.org/?page_id=631
Continuing Education Grant	Year Round	http://nwkls.mykansasilibrary.org/?page_id=631
System Services Grant*	March 30	http://nwkls.mykansasilibrary.org/?page_id=631
<i>*Checklist of Requirements Available</i>		
NWKLS Events	Date	For more Information
Summer Reading Workshop	March 23, 2011	http://www.nwkls.org
Spring Full System (Approval of System Budget and Plan)	May 11, 2011	http://www.nwkls.org
Fall Full System (Election of Executive Committee Officers)	October 12, 2011	http://www.nwkls.org
Summer Reading	Submission Date	For more Information
Summer Reading (State Provided)	September	
Summer Reading Evaluations	September	
NWKLS Board Appointments	Submission Date	For more Information
Executive Committee Appointment Form	September	
System Board Representative Appointment Form	December 31st	
Member Public Library Trustee Information	Submission Date	For more Information
Trustee Information	June 1st	http://nwkls.mykansasilibrary.org/?page_id=938
State Information	Submission Date	For more Information
State Statistical Report	February 18, 2011	http://collect.btol.com/
Courier Statistics	First week of each month	http://kslibexpress.mykansasilibrary.org/
Kansas and Local Government Advocacy	November-December	

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Financial	Date	For more Information
County Disbursement	January 20th, March 20th, June 6th, September 20th, & October 31st	http://www.kslib.info/ce/index.html#LibraryBudgets
County Disbursement (Motor Vehicle Tax Only)**	December 20th	http://www.kslib.info/ce/index.html#LibraryBudgets
E-Rate Form 470 (Posted 28 days before Form 471)	October 1st	http://www.usac.org/sl/
E-Rate Form 471 Window	November-February	http://www.usac.org/sl/
<i>**will not apply to all libraries</i>		
Budget Process	Completion Date	For more Information
Review Strategic Plan, Determine Needs, and Budget to Meet Needs	January-March	http://skyways.lib.ks.us/pathway/overview.html
Present Budget in Writing and at Meeting of Local Government	March-May	http://skyways.lib.ks.us/pathway/overview.html
Approve Resolution to Increase Local Tax Income	April-June	http://skyways.lib.ks.us/pathway/overview.html
Local Government Publishes Budget and Conducts Public Budget Hearing	July-August	http://skyways.lib.ks.us/pathway/overview.html
Determine Final Operating Budget	September-December	http://skyways.lib.ks.us/pathway/overview.html